

Incident Qualifications Review and Training Committee OPERATING PLAN

for

Color Country and Paria River BLM Districts



2021

Table of Contents

Page

I Authority, Policy, References, Purpose, and Committee Members	1
II Roles and Responsibilities	2
1. State Fire Management Officer	2
2. District Manager	2
3. Certifying Official (FMO/AFMO)	2
4. Committee	3
5. Committee Members	3
6. Primary IQCS Account Manager/Training Officer	4
7. Supervisors	5
8. Employees	5
9. Instructors	6
III Color Country BLM Committee Operating Procedures	7
1. Committee Members	7
2. Meetings	8
3. Documentation	8
4. Qualifications Timeline	9
5. Qualification Review Process	10
a. Currency	10
b. Re-certification	10
c. Positions for Which No Task Book Exists	10
6. Task Book Process	11
a. Requests/Initiation	11
b. Approval	11
c. Certification	11
7. Training Nomination Procedures	12
a. Nomination Forms	12
b. Nomination Process	12
c. Nomination Timelines	12
d. Payment	12
8. Budget	13
9. Prioritization Process for Training Nominations	13
10. Prioritization Process for Trainee Mobilization	13
11. Locally Sponsored Courses	13

12. Tracking Procedures	14
IV Appendix – Forms	16
Recommendation for Certification of a Non-PTB Position	17
Authorization to Enter Admin Actions or Competencies in IQCS	18
Form for Requesting a new Position Task Book	19
Task Book Review Form	20
BLM Recertification Form	21
S212 Course Roster	22
RT130 Course Roster	23
ROHVA Course Roster	24
Blank Course Roster	25
Work Capacity Test Administration Report	26
Work Capacity Test Record	27

I Authority, Policy, References, Purpose, and Committee Members

1. Authority

The Interagency Standards for Fire and Aviation Operations requires each unit with fire management responsibilities to establish an Incident Qualification Card qualification and certification process, which may include a qualification and certification committee. IM 2014-53 also directs the BLM to establish procedures for managing incident staffing for all-hazards incidents. The Color Country Fire Management program provides service to both Paria and Color Country Districts.

2. Policy

BLM employees shall comply with the qualification requirements as established by the NIMS Wildland Fire Qualifications System Guide (PMS 310-1) and the Federal Wildland Qualifications Supplement. BLM employees must also follow all applicable agency requirements contained within the BLM Standards for Fire Training and Workforce Development, and the Interagency Standards for Fire and Aviation Operations (Red Book). For All-Hazards responders, employees will be qualified in accordance with the DOI Emergency Management Policy and as described in the Incident Positions Qualification Guide (IPQG).

3. References (Available online)

- a. Standards for Fire and Aviation Operations.
- b. Wildland Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Federal Wildland Fire Qualifications Supplement
- d. NWCG Standards For Course Delivery, PMS 901-1.
- e. BLM Standards for Fire Training and Workforce Development.
- f. DOI Incident Positions Qualification Guide.

4. Purpose

The Training and Qualification Review Committee (QRC) is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by these units that are assigned to Incident Command System Positions, Prescribed Fire positions, and All Hazards positions. The committee makes recommendations to the certifying official.

The committee ensures that the training needs of individuals involved in Wildland Fire within the Color Country and Paria River BLM Districts are met. This includes making sure those individuals seeking training have met all pre-requisites and are deemed ready to progress to this position.

The committee will provide approval for training attendance requests that are outside the local area and prioritize nominations for courses where local competition exists. The committee will also provide input to the Color Country Interagency Training Group on deciding which courses will be sponsored locally.

The committee will determine priorities for trainee mobilization, and for nominations to the Great Basin Trainee Priority Program.

Note: Richfield Field Office is also part of the Central Utah Interagency Training Committee.

5. Committee Membership

The committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated. In areas cooperating with other federal, state, or local agencies, an interagency qualification and certification committee should include representatives from each unit.

At a minimum, the committee shall be composed of the following

- a. Fire Management Officer
- b. Assistant Fire Management Officers
- c. Primary Account Manager/Training Officer
- d. Representatives with knowledge of functional areas and unit personnel

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

II Roles and Responsibilities

1. State Fire Management Officer

The Utah BLM State Fire Management Officer is delegated the responsibility to approve and sign qualifications cards for the following positions:

- Type 1 and 2 Command and General Staff positions
- Type 1 and Type 2 Prescribed Fire Burn Boss

2. District Manager

- a. The Agency Administer (or delegate) is responsible for annual certification of all Agency and Administratively Determined (AD) personnel serving on wildfire, prescribed fire, and all hazard incidents.
- b. Ensure capability to delegate fire management duties to principal acting.
- c. May delegate signing authority for Incident Qualification Cards to the Fire Management Officers.

3. Certifying Official

Fire Management Officer

The Fire Management Officer for Color Country District has been delegated Fire Program Management responsibility and will serve as the Primary Certifying Official.

- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
- b. Certifies and signs initial incident qualification cards for employees on their unit.
- c. Signs the Recommendation for Certification of a non-PTB Position form.
- d. Authorizes and grants certification by signing the "Agency Certification" on the inside front cover of the PTB.
- e. Sign the Recertification Form and establishes the recertification requirements.

- f. Specify location on the unit where employee master files will be maintained.
- g. Approves the sponsoring of Administratively Determined (AD) employees and ensures they meet the qualifications and certification standards of the hiring agency.
- h. Transition of hard copy records must be completed by December 31, 2024. During the transition, certifying officials have the option to keep employee qualification records as a hard copy file or an electronic file using the IQCS upload feature. Both options must include proof of all required training, certified position task books, required license/certification and documentation for admin actions. Hard copy files will also include copies of the IQCS Master Record, Incident Qualification Card, Yearly updated IQCS forms, and evaluations from assignments.
- i. Function as the Supervisor for all training requests for ADs sponsored within your area.
- j. Provide budgetary guidelines for employee training.
- k. Provides input for local, regional, and national training needs.

Assistant Fire Management Officers

The Assistant Fire Management Officers for Color Country District have been delegated Certifying Official authority for employees in their respective areas. When it is more prudent than sending these items to the FMO, for employees in their area they may:

- a. Certify and sign updated incident qualifications cards.
- b. Sign as the Certifying official on the Recommendation for Certification of a non-PTB Position form.
- c. Sign the “Agency Certification” on the inside front cover of the PTB.
- d. Sign the Recertification Form and establish the recertification requirements.
- e. Sign as the supervisor for AD employee task book requests.

4. Committee

- a. Ensure that qualifications generated by IQCS for employees are valid by reviewing the training and experience of each employee.
- b. Review Incident Qualifications to ensure that employees are meeting the requirements of the BLM.
- c. Determine whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
- d. Makes recommendations to the Certifying Official responsible for final certification.

5. Committee Members

Some committee members will be assigned an area of responsibility. For that area you are responsible for the following.

- a. Counsel employees with fire qualifications on their position development and qualifications, including training and the next logical position within the Incident Command System.
- b. Encourage all fire-qualified employees to maintain their own personal copy of all fire related records.
- c. Serve as the routing point for Task Book Initiation requests, Task Book Review Requests, Non-Task Book Position requests, and annual IQCS Master Record Reviews.

- d. Monitor the All Employee, Recurrent Training, and Driver spreadsheets. Provide guidance as needed for your area of responsibility.
- e. Be available to answer questions of employees that you are the representative for.
- f. Attend local nomination prioritization meetings.
- g. Provide input for local, regional, and national training needs.
- h. Provide input on local courses and instructors.
- i. Establish routing procedures for nominations from those in your area as desired.

*There are some representatives to the committee for the purpose of providing specialized information, but these individuals are not full committee members.

6. Primary IQCS Account Manager/Training Officer

- a. Administer IQCS for the Unit.
- b. Designate alternate Account Manager.
- c. Receive, validate and enter data into IQCS. (This may be delegated to additional Account Managers on the Unit.)
- d. Ensure appropriate documentation exists for all competencies that are entered into IQCS.
 - To add a non-task book position, use the **Recommendation for Certification of a Non-PTB Position** Form.
 - To add other Admin Actions or Competencies (e.g. Task Books, training, etc.) use the **Authorization to Grant Admin Actions or Competencies in IQCS** Form.
- e. Provide reports from IQCS in preparation for Qualification Review meetings.
- f. Prepare Incident Qualification Cards for Unit Certifying Official signatures.
- g. Attend meetings and ensure all committee actions are documented and distributed to all committee members.
- h. Maintain all employee incident qualification master files.
- i. Maintain the 'All Employee', 'Recurrent Training', and 'Driver' spreadsheets. Adjust qualifications in IQCS as needed.
- j. Perform a file audit on any new employee transferring to Color Country or Paria River from another location.
- k. Relay training opportunities, schedules, and information about trainee programs to all employees.
- l. Be the final collection point for all nominations for out of area training courses. Check nominations for accuracy and pre-requisites.
- m. Validate all nominations for the GB trainee priority program.
- n. Schedule and facilitate nomination prioritization meetings, track outcome, and relay results to employees.
- o. Submit approved nominations for out of area courses and the GBPTP to the next level.
- p. Track status of all training nominations.
- q. Relay acceptance information to employees. Route via FOS for non PFT employees.
- r. Collect copies of all certificates and ensure entry and into IQCS database.
- s. Upload documents into IQCS as applicable.
- t. Conduct annual Training Needs Assessment for Great Basin.
- u. Get approval to sponsor local upper division training courses (300 level and above).
- v. Tracks specified recurrent training for fire and fuels employees, and for specified positions for all employees.
- w. Serve as Chair of the Committee.
- x. Attend other local and geographic level training priority meetings as required.
- y. Annually review and update this operating plan.

7. Supervisors

- a. Provide for the development of the employee's skills by identifying qualification positions and training needs that are realistic in relation to the ability of the employee's skill level as well as their progression within the Incident command System. Confer with Fire Management to determine the needs of the local unit and Geographic Area.
- b. Ensure the *IQCS New Responder Form* is filled out and turned into the Primary IQCS Account Manager for all new employees that will have fire qualifications. This includes employees transferring in from other areas or agencies.
- c. Inform Primary Account Manager of any temporary/seasonal employees that no longer need to be active in the IQCS system.
- d. Provide approval for employees to request task books.
- e. Provide first level approval for appropriate training requests for your employees.

8. Employees

- a. Annually review Master Record and return any updates to the District Training Officer.
- b. Route requests for task book initiations and approvals, and non-Task Book Position Request forms through your committee member representative.
- c. Notify the District Training Officer of any change in employment status so that IQCS can be updated. This includes changes in name, business phone or email, duty station, and employment type (Temporary, Career-seasonal, Career, or Casual Hire).
- d. Ensure copies of all incident performance evaluations, task book events, annual responder updates, and completed task books are provided to the appropriate entity.
- e. Maintain own documentation of qualifications that are consolidated and readily available upon request.
- f. Annually fill out and turn in the IQCS responder update form.
- g. Accurately and completely fill out nomination forms for training ensuring that you include the prerequisite positions, required training, and remarks section as to why you need the training.
- h. Route completed nominations through the appropriate channels. Nominations should be electronic unless otherwise specified.
- i. Relay any course cancellation information to the District Training Officer for off unit courses, or the course coordinator for local courses. Be aware of any course cancellation policies that are in effect.
- j. Ensure copies of all fire training certificates are provided to the District Training Officer electronically
- k. Annually take the Fireline Refresher *as required* for your qualifications.
- l. Annually submit paperwork for medical clearance and take the Work Capacity Test *as required* for your qualifications. **The WCT should only be taken by those that have a qualification that require it.**
- m. Annually attend the BLM 'Do What's Right' Training. Qualification card will not be issued until this training is completed.

9. Instructors

All Instructors teaching local courses will:

- a. Meet requirements as established in the NWCG Standards For Course Delivery, or other standard criteria for non-NWCG training.
- b. Be familiar with the Locally Sponsored Courses and Tracking Procedures portions of this plan. Use rosters as specified.
- c. Provide Students with the opportunity to evaluate the course/instructors.

III Color Country BLM Committee Operating Procedures

In addition to following all guidance in the Interagency Standards for Fire and Aviation Operations, NIMS Wildland Fire qualification System Guide (PMS 310-1) and Supplement, and the BLM Standards for Fire Training and Workforce Development; this section will address local procedures for the Color Country and Paria River District Offices.

1. Committee Members

Name	Position	Role/Area of Responsibility
Josh Tibbetts	Fire Management Officer Color Country District	Certifying Official Supervisor of CCIFC AD's Budgetary Guidelines
Clair Jolley	Assistant FMO Color Country District	Oversight of qualifications CCD, CCFO, KFO, SGFO, GSENM
Todd Murray	Assistant FMO Color Country District	Oversight of qualifications RFO Supervisor of RIFC AD's Richfield Field Office/RFO ADs Henry Mountain Field Station
Jeff Bergfeld	FOS Richfield Field Office	Richfield Fire Crew
Randy Turrill	FOS Cedar City Field Office	Rep to CC Interagency Committee Cedar City Field Office District Office/CCD ADs
Colter Coates	FOS Kanab/St. George Field Offices	St. George Field Office PRD/Kanab Field Office, GSENM
Glenn Dietz	Unit Aviation Manager	Specialized Aviation Training Air Center Personnel
Noni Dalton*	Training Officer Color Country District	Primary IQCS Account Manager Chair of Committee
The following are representatives on the committee for certain functions		
Tina Greenhalgh*	Assistant Center Manager CCIFC	Backup IQCS Account Mgr CCD, CCFO, PRD, KFO, SGFO, GSENM
Celeste Hancock	Center Manager RIFC	Backup IQCS Account Mgr RFO

Committee Members with an *Area of Responsibility* will be the routing point for employees within their area for task book initiation requests, task book review requests, recommendation for certification of non-PTB position requests, and annual IQCS Master Record reviews.

Committee Members with an * by their name are also responsible for entering incident experience into IQCS as follows:

- Noni Dalton: RFO, Hanksville
- Tina Greenhalgh: CCD, CCFO, SGFO, PRD, KFO, GSENM

2. Meetings

Each member of the committee in attendance at meetings has an opportunity to provide input. The Certifying Official will take the opinion of the committee members into consideration, but ultimately the Certifying Official will make the final determination on certification and training issues.

- a. Qualifications and Certification Review: This meeting will occur each spring and will consist of reviewing and certifying qualifications for the upcoming season. The committee chair will arrange a place, date, and time for the meeting and have required reports available.
- b. Task book approvals: The committee will meet as needed to review any completed task books that have been submitted for approval. These meetings can be held multiple times throughout the year and may consist of a conference call.
- c. The Committee Chair may call additional meetings if deemed necessary.
- d. A meeting will be held each fall to approve and prioritize nominations for training at UFRA, GBTC, NAFRI or any other out of area training.
- e. Meetings will be held each fall/winter with the Color Country Interagency Training Group, and each spring with the Central Utah Interagency Training Group, to determine courses to be sponsored within the CCIFC/RIFC areas respectively, including dates, locations, and instructors.
- f. A meeting or conference call will be held each spring to prioritize nominations to the GB Trainee Priority Program.

3. Documentation

- a. All committee decisions and actions will be documented and located with the District Training Officer. This documentation will be available upon request and relayed to employees as appropriate.
- b. Official master records will be located at the Fire Management Building in Richfield and maintained by the District Training Officer.
- c. All local training schedules will be posted to CCIFC and RIFC web sites as appropriate.

4. Qualifications Timeline

The following timeline outlines various processes that are the responsibility of the Committee, Employees/Supervisors, and the Primary Account Manager. These reoccur annually.

ACTION	TARGET DATE	RESPONSIBILITY
Provide copy of Incident Qualifications Master Record to all employees via committee representatives.	3/15	Primary Account Manager
Review Master Records in preparation for IQCS Update and return any updates to Primary Account Manager.	4/15	Employee/Supervisor
Certification of Incident Qualifications Cards.	5/15	Qualifications/Training Committee
Print Incident Qualifications Cards.	6/1	Primary Account Manager
Incident Qualifications Card to Certifying Official for signature.	6/2	Primary Account Manager
Signed Incident Qualification Cards to Units.	6/5	Certifying Official and/or Primary Account Manager

5. Qualification Review Process

a. Currency

To maintain currency in a position you must perform that position (or another position that will maintain currency) once every 3 years for aviation, dispatch, and faller positions; and once every 5 years for all other positions.

This must be recorded on your responder update sheet and turned in for entry into the IQCS system.

b. Re-certification

If an employee (including an agency sponsored AD) has lost currency in a position, the employee is converted to trainee status for that position. In order to regain full qualification for the position, the employee must demonstrate the ability to perform in the position as determined by the Certifying Official.

For positions where a PTB is required, the BLM Recertification Evaluation must be completed. Requirements for recertification should be established prior to fire season.

c. Positions for Which No Task Book Exists

There are many positions for which a task book does not exist. Requirements for these can be found in the Federal Wildland Fire Qualifications Supplement.

Request for certification of positions that do not have a position task book (or other established certification procedure) will be submitted to the Primary Account Manager using the *Recommendation for Certification of Non-PTB Positions* form. This form will be used as the authorization to add the position to the Incident Qualifications Card.

Additional Color Country requirements for specific positions are listed below.

DRIV: To have driver added to your qualifications card the above form must be accompanied by:

- Copy of valid state issued driver's license
- Proof of Defensive Driving within the past 3 years

UTVO: To have UTV Operator added to your qualifications card the above form must be accompanied by:

- Copy of Introduction to Basic UTV Training Certificate (ROHVA e-course)
- Copy of ROHVA card

READ/REAF: To have Resource Advisor added to your qualifications card you will submit the above form and request the status of Trainee. You will then be issued a task checklist. Once this checklist is complete you will submit it along with the above form and request the status of Qualified.

AADM: To have Agency Administrator added to your qualifications card you will submit the above form and request the status of Trainee. You will then be issued a task checklist. Once this checklist is complete you will submit it along with the above form and request the status of Qualified.

6. Task Book Process

- a. **Requests/Initiation:** All requests for new Position Task Books will be made on the *Task Book Request Form* and submitted to the Committee Member for your area of responsibility. Committee Members will then route the request to the Primary Account Manager who will ensure that all pre-requisites have been met and that the PTB can be entered into IQCS. The new Position Task Book will then be issued by the Primary Account Manager. Task books may be *initiated* without completing required training first, only with the approval of the AFMO of your area. **However, all required training must be completed before task books are submitted for certification.**
- b. **Approval:** Complete task book with appropriate dates and signatures must be submitted to the Committee Member for your area of responsibility who will provide an initial review of the task book for completeness and accuracy and fill out the header of the *Task Book Review Form*. If the task book is not filled out correctly it will be returned to the employee and will not be considered for certification until all items are filled out appropriately.

The Committee Member will route complete task books to the Primary Account Manager who will run the IQCS responder to role report to ensure completeness of all requirements and provide a secondary review of the task book. If an employee is missing a requirement they will be notified, and the task book will not be forwarded for approval until all requirements are met.

The Primary Account Manager will submit completed task books where all requirements have been met to the committee for group review and approval. Task book reviews will be documented on the *Task Book Review Form*.

- c. **Certification:** The FMO will be the Certifying Official for task books and sign the “Agency Certification” section in the front page of the PTB for employees on their unit. AFMOs may also sign as the Certifying Official for employees in their area.

Ideally certification will occur only after group review at meetings, but if the need for certification arises between meetings (e.g. deadlines for job applications, nominations, etc.) the certifying official may do so at their discretion.

The desired standard for certification will be that employees need to have had at least two assignments, two different evaluators, and in two different fuel types (as appropriate).

- There may be some exceptions for having 2 different evaluators if an individual is assigned to a team and has the same trainer.
- To be signed off as a FFT1 there must be at least one assignment as part of a 20-person hand crew or Wildland Fire Module.
- To be signed off as a DIVS there must be at least one assignment with a Type 1 or 2 Incident Management Team.
- Stump evaluations must be included with Faller Task books.
- For single resource boss, CREW is defined as 18-20 members.
- **Ultimately the Certifying Official has the final say.**

7. Training Nomination Procedures

a. Nomination Forms

For courses listed on the Wildland Fire Learning Portal utilize the nomination process listed there <https://wildlandfirelearningportal.net/>

To search for courses, go to the portal and select Find Learning, Upcoming courses. You can then log in as a guest. You will now be at the search page. Enter the course name or number and select search.

For other training, if a nomination form is not provided by the training entity, use the Standard NWCG nomination form. All nominations should be filled out electronically. https://gacc.nifc.gov/gbcc/dispatch/ut-cdc/training/docs/NWCG_Interagency_Training_Nomination_Form.docx

When filling out the nomination form it is important to fill out all sections.

***** The remarks section is becoming very important.** Do not skip it. It is used to evaluate priorities at district, state, zone, and area levels. Indicate why the course is important to you as an individual employee, and also if it is a district need or shortage.

b. Nomination Process

The process for nominations via the Wildland Fire Learning Portal is still being developed.

All other nominations for training outside the local area need to be routed through your local supervisor, and then to the District Training Officer. (Note: Area Rep may request that nominations also route through them.) Once all nominations are approved and prioritized by the Committee, they will then either be entered into IQCS and/or forwarded as appropriate.

All course cancellations will be routed through the District Training Officer.

c. Nomination Timelines

The District Training Officer will set nomination deadlines for receipt of nominations and notify all employees. This deadline will usually be sometime in September so that the prioritization and approval meeting can be held. Most Geographic Areas and NAFRI have their courses for the coming year listed by July.

All late nominations will be routed through the District Training Officer for final processing and tracking.

d. Payment

It is the responsibility of each employee to make sure all travel and tuition is paid using appropriate management codes. The training officer does not pay any training costs that are accrued.

8. Budget

Training expenses will be paid for by funds from your program.

ADs that are approved to attend training can charge to:

- CCD ADs LLUTC00200 LF2000000.HT0000 LFSPAZA10000
- RFO ADs LLUTC00300 LF2000000.HT0000 LFSPAZA10000

Expenses for locally sponsored courses will be spread among the Agencies.

9. Prioritization Process for Training Nominations

- Training necessary for current job/position requirements
- Training necessary for certification of completed task book.
- Training necessary to maintain current fire qualification (refreshers, biennial workshops).
- Training for critical need positions.
- Training necessary for an initiated task book.
- Training for individuals with the ability to commit to assignments.
- Training necessary for position upward development.
- Previous priority nomination that was not selected.

10. Prioritization Process for Trainee Mobilization

Off Unit

Trainees will be mobilized utilizing the Great Basin Priority Trainee Program (GBPTP).

Trainees must apply for this program each year by April 1. Refer to the GBPTP Website for additional information.

<https://sites.google.com/a/firenet.gov/gbptp/priority-trainee-list?authuser=0>

Other

Fire management will decide other trainee assignments. This includes mobilization of trainee positions that are not included in the GBPTP, and the hosting of Type 1 or 2 Teams.

11. Locally Sponsored Courses

A representative from The Color Country District Training Committee will meet with the Color Country Interagency Training Group each fall to discuss what courses to put on locally. This schedule should be finalized by January 1.

Aside from the interagency training schedule, if an area subunit (Fire Station/Field Office) wants to host a course they should submit their request to their area training representative who will bring the request to the training committee. This should be done as early as possible so that there is opportunity to advertise the course to other Field Offices or neighboring units and increase attendance. However, due to the need for flexibility at the local stations, courses at the local level can still be put on with local approval as follows:

100 Level Courses

- No local approval required. Advise Area Training Rep of course and turn in roster to Training Officer who will enter it into IQCS.

200 Level Courses

- Submit request to Area Training Representative who will route the request to the Training Officer.

300 + Level Courses. Must receive approval from Geographic Area.

- Request will be submitted by the Training Officer to the UT Zone Training Committee Chair.

12. Tracking Procedures

When putting on local training the method of tracking is to use the rosters provided in this SOP. These are also located on the Color Country J drive in the folder 'CCD Training Noni' and posted on the RIFC web page. There are course specific rosters and a master blank for all other courses. **Course specific rosters include the following:**

- **S212.** Course credit will be given after the completion of the classroom portion. (A FAL3 Task Book must be initiated for the faller qualification to show up in IQCS.)
- **RT130.** Credit in IQCS will be given to all employees with an IQCS ID. The sign in roster will be copied and filed in each attendee's official fire folder and serve as the certificate.
- **ROHVA UTV Training.** This is to be used for the initial and every 3-year recertification ride.
- The **Master Blank** roster can be used for all other courses and refreshers.
 - At the completion of the course the lead instructor will identify all students that should receive credit for the course.
 - When putting on **BL300 or RT301**, the master roster needs to be accompanied by the appropriate evaluation forms for each student before credit will be given in IQCS. The evaluation form will double as the certificate. Evaluation forms can be found at <https://www.nifc.gov/training/trainingFireVehicle.html>
- **Work Capacity Test** information should be tracked on both the Work Capacity Administration Report (the list of all employees that participated in that session) and the Work Capacity Test Record (filled out for each individual and filed in their fire folder). Turn in copies of both to the training officer for tracking and filing purposes. **The WCT should only be administered to those that have a qualification that require it.**
- The **BLM Do What's Right Training** should be tracked on the roster provided on the DWR website. <https://www.nifc.gov/eo/docs/CourseRoster.pdf>

Note: For courses within Color Country that are interagency, entry into IQCS will be coordinated between course coordinators and agency training officers.

For interagency refreshers, unless otherwise negotiated, the agency of the lead instructor will complete entry into IQCS and provide a copy of the roster to the training officer of all attendees.

Pack test results, unless otherwise negotiated, should be provided to and entered by that employees training officer.

Recurrent Training

Specified recurrent training will be tracked on a spreadsheet for fire and fuels employees. The CCIFC area spreadsheet is located on the J drive under the folder 'CCD Training Noni'. The RIFC area spreadsheet is shared with the RFO Fire Managers. The reference tab provides detailed information on tracking procedures.

Positions that require recurrent training for qualifications, such as DRIV and UTVO, will be tracked for all employees with that qualification.

Annual attendance of the BLM 'Do What's Right' Training will be tracked on the All Employee Spreadsheet. Also located on the J drive for the CCIFC area and shared in the RIFC area.

IV Appendix -- Forms

1. **Recommendation for Certification of Non-PTB Positions**
2. **Authorization to Grant Admin Actions or Competencies in IQCS**
3. **Task Book Request Form**
4. **Task Book Review Form**
5. **BLM Recertification Evaluation**
6. **S212 Course Roster**
7. **RT130 Course Roster**
8. **ROHVA Course Roster**
9. **Blank Course Roster**
10. **Work Capacity Test Administration Report**
11. **Work Capacity Test Record**

Links to these, and all other forms referenced in this SOP, can be found on the Training Page of both the Color Country and Richfield Fire Center Websites:

<https://gacc.nifc.gov/gbcc/dispatch/ut-cdc/training/index.html>

<https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/training.htm>

Recommendation for Certification for a Non-PTB Position

Employee Information				
Name of Employee:				
Date of Request:				
Unit where employed:				
Job Title:				
Supervisor:				
Position				
Position being requested for certification:				
Rational for certification: (Attach any supporting documentation)				
Employee should be certified as:		Qualified		Trainee
Relevant Training				
I100 completed:	Date:			
IS700 completed:	Date:			
Other Related Training or experience:				
Related Assignments				
Incident Name	Date	Duration	Complexity	Evaluator
Approval				
Supervisor Signature:				Date:
Committee Member Signature:				Date:
Certifying Official Signature:				Date:
Competency granted in IQCS by:				Date:

Authorization to Enter Admin Actions or Competencies in IQCS

Employee Information	
Name of Employee:	
Unit where employed:	
Job Title:	
Admin Action/Competency	
What Admin Action or Competency needs to be granted?	
Rational:	
Approval	
Certifying Official Signature:	Date:
Admin Action/Competency Granted in IQCS by: Signature:	Date:

Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:	Agency:	Home Unit Phone #:
Position Prerequisites/Date Acquired.		
<i>You must meet all Position Prerequisites prior to be issued a new Position Task Book</i>		
/	/	
/	/	
/	/	
Missing Training Requirements		
<i>To be issued a TB prior to completing required training, you must have AFMO approval. You must complete all training requirements prior to certification.</i>		
Other active task books: <i>You can only have 6 active task books at one time and no more than 2 in any one functional area. (e.g. 2 in operations, logistics, etc.)</i>		
1.	4.	
2.	5.	
3.	6.	
SUPERVISOR SIGNATURE:		
COMMITTEE MEMBER APPROVAL:		
PRIMARY ACCOUNT MANAGER VERIFICATION:		
Assistant FMO APPROVAL (If applicable):		

1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Primary Account Manager (PAM), who will ensure that all prerequisites are in place. If not, you will be informed of what is missing.

2 - If the request is accepted the PAM will initiate the PTB, make a copy of the front page for the training files, and enter the new PTB into IQCS. The new training position will be added to your qualifications card, and the initiated PTB and a new qualifications card will be sent to you.

3 – You have 3 years from the date of your first trainee experience in IQCS to complete your PTB. If no assignments are completed within 3 years from the date of initiation the PTB will expire. **Note:** *experiences that you were evaluated on need to be turned in on your experience sheets.*

4 - Once the PTB has a final evaluator, turn it into your Committee Member for routing through the approval/certification process. *Desired certification standards include a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions (where you are assigned to a team) or certain situations, you may not be required to have 2 different evaluators. This will be determined by the Certifying Official on a case by case basis.*

5 – After the PTB is certified, the PAM will make a copy of the certification page and all evaluator pages in the back and enter the completed PTB into IQCS. The original PTB, along with a new qualifications card, will be sent back to you.

Task Book Review Form

Employee:	Position:	District/Field Office:
-----------	-----------	------------------------

To be filled out by committee member

Evaluation Summary

Incident Name	Complexity (Type 1-5)	Fire Location ST/UNIT	Dates of Assignment	# of shifts	Fuel Type For Ops (Grass, Brush, Timber, Slash)	Evaluator

Has an assignment been completed off unit?	Yes/No	Where:
For operations positions, what fuel types have been encountered?		Grass Brush Timber Slash
If for DIVS, has Team assignment been completed?	Yes/No	Fire:
If for FFT1, has hand crew assignment been completed?	Yes/No	Fire:
For RXB1/RXB2, has appropriate burn plan been completed?	Yes/No	RX Fire:
For Faller positions are evaluators at the appropriate level?	Yes/No	
FAL3 evaluators: FAL2 or FAL1; Final evaluator: FAL2 or FAL1 FAL2 evaluators: FAL2 or FAL1; Final evaluator: FAL2 or FAL1 FAL1 evaluators: FAL1; Final evaluator FAL1 evaluator		

To be verified by IQCS Account Manager

All required training has been completed?	Yes		No		If no, what is missing?
All required training certificates are on file?	Yes		No		If no, what is missing?

		Approved		Comments
Date of Review:		Yes	No	
IQCS Account Manager	Noni Dalton			
FMO	Josh Tibbetts			
AFMO Cedar City	Clair Jolley			
AFMO Richfield	Todd Murray			
FOS Cedar City	Randy Turrill			
FOS St. George/Kanab/GSENM	Colt Coates			
FOS Richfield	Jeff Bergfeld			

BLM Recertification Evaluation

The BLM Recertification Evaluation Form can be found online at:

https://www.nifc.gov/training/Standards/BLMRecertificationEvaluationForm_2016.pdf

Instructions for filling out the form

Employee will fill out the top portion of the form on page 1. It is recommended that this be done prior to fire season for each position that you wish to recertify in.

The date of last assignment should be the last time you performed in this position so the certifying official can see how many years it has been since you last performed.

The employee will then take the form to the certifying official, who will decide if there will be any optional requirements in addition to the mandatory requirement.

The employee and certifying official will then both sign and date the form to show what has been agreed upon for recertification requirements.

The employee will take the form with them on their assignment and give it to the evaluator who will fill out page 2. At the completion of the assignment, both evaluator and trainee will sign the bottom of this page.

The employee will then take the evaluation back to the certifying official who will fill out the Final Agency Certification on the bottom of page 1.

This form will then be turned into the IQCS account manager for entry into IQCS and filling in the official fire folder.

https://www.fs.fed.us/sites/default/files/media_wysiwyg/work_capacity_test_administration_report_2015.pdf

August, 2015

Full size version posted each year in the Redbook as an Appendix. Please use the current version.

<https://www.nifc.gov/PUBLICATIONS/redbook/2021/AppendixO.pdf> or

https://www.nifc.gov/PUBLICATIONS/redbook/2021/AppendixO_fillable.pdf

WORK CAPACITY TEST RECORD

APPENDIX O

**Appendix O
Work Capacity Test Record**

Units will document the administration of the WCT to all employees and job applicants. This documentation must be retained until the next WCT is administered. Units may also be requested to provide data from these records to assist in the evaluation of the WCT process.

Privacy Act – No employee may disclose records subject to the Privacy Act unless the disclosure is permitted under 43 CFR 2.56 or to the individual to whom the record pertains. The Privacy Act contains a criminal penalty for unauthorized disclosure of records. (5 U.S.C. 552a)

To be completed by employee:

Name (Last, First): _____ Where employed: _____

Date test taken: _____ Test administered by: (Print Name) _____

ICS position for which test is required (highest needed) _____

Performance level needed (circle one):

Arduous

Moderate

Light

Type of test taken (circle one):

Pack Test

Field Test

Walk Test

Work Capacity Test Descriptions:

	Pack Test	Field Test	Walk Test
Pack weight	45 lbs.	25 lbs.	None
Distance	3 miles	2 miles	1 mile
Time	45 minutes	30 minutes	16 minutes

To be completed by test administrator:

Test result time:

Employee passed test (circle one): Yes/No

I certify that the work capacity test was administered according to agency guidelines.

(Signature of Test Administrator)

(Title)

(Date)

Release Date: January 2021

Appendix O-1